

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	November 1, 2004
POSITION:	COURTROOM DEPUTY CLERK
LOCATION:	40 Centre Street New York, New York
CLASS LEVEL:	Up to CL-27
SALARY:	Up to - \$52,650*
CLOSING DATE:	November 19, 2004
VACANCY NO.:	04-09

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: The Courtroom Deputy Clerk will provide clerical and administrative support to a United States Magistrate Judge. Duties include: maintaining dockets; swearing in witnesses and interpreters; recording proceedings and rulings for minutes of the Court; maintaining control of the records of the cases assigned; regulating the movement of cases; and performing other duties as assigned, including legal research and writing.

ORGANIZATIONAL RELATIONSHIPS: The Courtroom Deputy Clerk will serve as an employee of the Clerk's Office for payroll and administrative purposes only. For all other purposes, including evaluation and discipline, the Courtroom Deputy will be subject to the procedures, schedules, and conditions determined by the Magistrate Judge. **The position commences in August, 2005, and will be a two-year appointment.**

REQUIRED QUALIFICATIONS: To be considered for this position high school graduation, or equivalent, two years of general experience, and two years of specialized experience is required. To qualify for the full range CL-27 level (\$52,650), an additional year of specialized experience is required. **A Law Degree is highly desirable.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulation, directives, or laws such as might be found in a Law Office or a Clerk's Office of a Federal, State or local court.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience. Completion of a Masters Degree or two years of graduate study in an accredited university in such fields as business administration, political science, criminal justice, law or related field - or completion of a Juris Doctor (JD) degree, is qualifying for CL-25.

* Salary: Subject to COLA increase pay adjustment after January, 2005.

PLEASE SUBMIT YOUR RESUME AND A WRITING SAMPLE TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
AT.: PERSONNEL, ROOM 310***

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS

